

**INKEL LIMITED**

Door No. 7/473ZA-5 & 6, 2<sup>nd</sup> Floor, Ajiyal Complex,  
Kakkanad, Cochin-682030  
(Phone: 0484-2978101)

No. NIQ/INKEL/EKM/2022-23/CD172

Date: 23<sup>rd</sup> May 2022**NOTICE INVITING QUOTATION****Name of Work: Providing Cab Services at CFS of MIV Logistics Private Limited, Vallarpadam**

Sealed quotations are invited from by M/s. INKEL Limited (on behalf of MIV Logistics Private Limited) having its registered office at Door No. 7/473ZA – 5 & 6, 2<sup>nd</sup> Floor, Ajiyal Complex, Kakkanad, Cochin 682030, so as to reach the under signed on or before **31.05.2022** up to 2.30 pm for **Providing Cab Services** at CFS of MIV Logistics Private Limited, Vallarpadam. The quotations received will be opened at 3.00pm on the same day. The description of works to be carried out is attached along with this document. The fees quoted shall be final and all-inclusive and no extra payment will be made on any account. The quotations shall be submitted by Post/Courier/Hand delivery. However, the Company will be not responsible for non-receipt of Bid before the last date and time of submission of Bids, due to any delays by Department of Posts/Courier agencies.

**INSTRUCTION TO BIDDERS:****Scope of Services : Providing Cab Services at CFS of MIV Logistics Private Limited, Vallarpadam.**

Type of Cab :

Maruthi Suzuki Dzire with A/c-4 numbers

The vendor shall be paid fixed amount on monthly basis as per the terms and conditions &amp; as mutually agreed by the parties

**1.0 Issue of Quotation**The prospective Bidder, can download the documents from the website [www.inkel.in](http://www.inkel.in).

The Bidder shall be deemed to have full knowledge of all documents.

**2.0 Location of Site – Container Freight Station, MIV Logistics Private Limited, Vallarpadam.****3.0 Visit to site:**

The Intending Bidder shall visit the site and acquaint himself with the requirements.

For Site Visit, please contact- Ph-9846066800

**4.0 Knowledge of Bid Conditions:** The submission of the Bid by the Bidder implies that he has read the Bid documents fully and has made himself aware of the scope and specifications and other factors contained in the Bid. Any plea of misunderstanding or ignorance or conditions put forth subsequently will not be entertained.

**5.0. Submission of Bids:**

Bids should be submitted in sealed cover superscribed "**Quotation for Providing Cab Services at CFS of MIV Logistics Private Limited, Vallarpadam**".

The "Schedule of Quantities" shall be filled up with Rate and kept in a separate sealed envelope, inside the envelope containing the Techno-commercial Bid, super scribed "Price Bid". The Schedule of Rates shall be complete in all respects and shall not include any other condition including conditional rebate. Price Bids which do not meet this requirement are liable to be rejected.

**6.0. Validity of Bids:**

The Bids shall be valid for 120 days from the date of opening of the Bid.

**7.0. Documents to be submitted along with the Bid:**

Tender Fee: Tender fee of Rs.1000/-+GST in the form of Demand Draft drawn in favor of MIV Logistics Pvt Ltd, payable at Kochi.

**8.0. Bid Opening:**

Bids shall be opened at the time and date, at the office of INKEL (Door No. 7/473ZA – 5 & 6, 2nd Floor, Ajiyal Complex, Kakkanad, Cochin 682030). Bidder/his authorized representative can be present at the time of opening of the Bids.

**GENERAL TERMS AND CONDITIONS**

**1.0 Acceptance of Bid:**

- i) The Company reserves the right to accept any Bid or reject any Bid without assigning any reason thereof.
- ii) Bid of any Bidder may be rejected if a conflict of interest is detected between the Bidder and the Company.
- iii) The Company is not bound to accept the lowest rate for any Bid.
- iv) Incomplete or conditional Bids, Bids received after the due date, Bids not conforming to the terms and conditions mentioned in the Bid documents, Bids not accompanied by the requisite Tender Fee shall be rejected.

## **2.0 Price:**

The Price quoted by the Bidder shall be firm and irrevocable and not subject to any change whatsoever for any reason, including but not limited to increase in cost of fuel during the Contract period.

## **3.0 Evaluation of Bids:**

Bidder shall quote for all Items in the Schedule of Rates.

### **3.1 Negotiations:**

The Company reserves the right to negotiate with the Bidder. Bidder shall attend the concerned office of INKEL(Door No. 7/473ZA – 5 & 6, 2nd Floor, Ajjiyal Complex, Kakkanad, Cochin-682030) for negotiations/clarifications required from them, in respect of their quotations, without any commitment on the part of the Company.

**3.2** In case of negotiation, the Bidder should send the confirmation of outcome of such negotiation in writing so as to reach the concerned office of the Company within 3 days from the date of negotiation/ the time stipulated whichever is earlier. If the Bidder fails to comply with this requirement, the Company reserves the right to ignore their revised quotation at its discretion with attendant consequences for the Bidder.

## **4.0 Notification of award**

The Company shall place Service Order or Letter of Intent for the work to the successful Bidder (s), during the validity period of the Price Bid.

## **5.0 Contract Period:**

The Contract shall be for a period of 36 months from the effective date. On satisfactory performance during the initial Contract period of 36 months, the Contract may be extended subject to mutual consent for further period of twelve(12) months, on the existing terms and conditions.

## **6.0 Commencement date:**

The commencement date of the contract is the date of issue of the Letter of Intent/ Service Contract for the work, by the Company.

The Company reserves the right to terminate the Contract if the Supplier fails to commence the works within the stipulated time

## **7.0 Agreement:**

The successful Bidder has to sign an agreement with the Company on non-judicial stamp paper worth Rs.200/- within 7 days of receipt of the Letter of Intent

## **8.0 Security Deposit**

Security Deposit for an amount of Rs. 10,000/- (Rupees Ten thousand only) shall be submitted in the form of DD in favour of MIV Logistics Pvt Ltd, payable at Ernakulam within 7 days of receipt of Service Order. This shall be returned after the contract period without any interest charges.

## **9.0 Payments**

The Vendor shall submit their bill to the Company for the period up to and including the last day of a month, on or before the 5<sup>th</sup> day of the succeeding month. In the normal circumstances, the payment will be cleared within 45 days from the date of receipt of the bill.

## **10.0 Non-performance Penalty**

In the event the Contractor failing to honor the terms and condition of the Contract, the Company shall be at liberty to make alternate arrangements and any additional cost incurred by the Company in this regard shall be fully recovered from the subsequent Bills of the Contractor.

## **11.0. General Conditions**

1. The Company has the right to terminate the service without assigning any reason at any time, giving one month notice.
2. Distance from the vendors' office to MIV and return trip from MIV to vendor's office will not be taken into account for payment.
3. If the kilometer utilized is less than 2000 Kilometres per month the deficit kilometers will be carried forward to be utilized during the next 2 months.
4. Availability of the vehicle must be 10hrs (8am to 6pm/ flexible timing as applicable) per day basis along with medically fit well-mannered driver.
5. Vehicles will be under the control of the MIV Logistics Pvt Ltd during the Contract period.
6. Invoice shall be in the name of MIV Logistics Pvt Ltd, Vallarpadam
7. All repairs and maintenance, running costs, fuel, lubricants, salaries of drivers, taxes, etc. necessary for the running & maintenance of vehicle will be borne by the vendor.
8. Vehicles should be fitted with required accessories to drive on all types of roads including during the nights.
9. All documents such as Vehicle fitness certificate from competent authority, vehicle registration, comprehensive insurance, payment of road tax, inter-state permit, Pollution Control certificate etc shall be available for the vehicles provided.
10. Driver should always carry all necessary documents like Registration papers, Insurance papers, PUC clearance, RTO tax payment papers, valid driving license and all other documents that should accompany vehicle as per rules & regulations of applicable law.
11. In case of breakdown of any vehicle another vehicle of equivalent grade shall be provided at no extra cost. MIV Logistics Pvt Ltd shall have absolute right to charge compensation if the vehicle is not provided within the time limit and the expenses incurred for hiring a spare vehicle will be recovered from the vendor.

- 12.** In case of any accident ,it will be the responsibility of the vendor or representative (driver) to lodge FIR etc. with police.
- 13.** Cost related to Traffic violations and any other RTO issue shall be borne by the vendor.
- 14.** The contract is valid for providing services of vehicle hiring and at no point of time any of the Staff of vendor shall raise a claim for employment in the MIV Logistics Pvt Ltd
- 15.** Drivers shall have valid driving license and proof of the same shall be provided .
- 16.** The vendor shall be responsible for the conduct of the driver employed and if at any point of time any driver is found to be working against the interest of MIV Logistics Pvt Ltd, the said driver shall be withdrawn and a fresh driver shall be provided to at no additional cost.
- 17.** Drivers should carry sufficient cash for discharging obligations on account of parking charges, toll taxes, etc. Such expenditure can be claimed as reimbursement by the Vendor. Proper supporting documents should be submitted along with such claims.
- 18.** In the case of night stay by the driver on duty Lodging, boarding, transportation of drivers shall be the vendor's responsibility.
- 19.** In the intervening period if a temporary vehicle is provided by you , its mileage will be taken separately from reporting to discharge and will be added to the total log book for the month.
- 20.** Drivers should be well dressed. In the event of driver not being in presentable dress, not behaving properly, engaging in rash and unsafe driving, MIV Logistics Pvt Ltd shall have the right to expel or refuse entry and the vehicle will be treated as absent.
- 21.** Driver should be should be able to read and write, and should have minimum three years of experience as driver.
- 22.** Driver should be alert and careful enough to take care of items/material kept in the vehicles.
- 23.** A Log Book shall be maintained by the driver with required details recorded in which he will record the details specified .The Log Book shall be made available in the vehicle for inspection and verification by the authorized staff of MIV Logistics Pvt Ltd.
- 24.** You shall raise monthly running account bill along with Log book sheet after the close of a month and the due payment shall be paid within 30 days from the date of receipt of the bill. The payment shall be subject to the terms and conditions mentioned above.
- 25.** Year of manufacture of the vehicle should be after 2017.

## **2.0 Indemnity**

The Vendor shall indemnify and keep indemnified the Company against all losses and claims for injury and damage to any person or any property whatsoever which may arise out of or in consequence of the

work and against all claims, demands, proceedings, damages, cost charges and expenses whatsoever that may arise against the Company on account of the faults of the Vendor /his workmen. The Company shall forward any such claim/demand or complaint made by any person against the Company to the Supplier. In such event, the Vendor shall be solely liable for the disposal of the said complaint.

The Supplier shall indemnify and absolve the Company of all the responsibilities related to the employment condition of their Employees and shall adequately safeguard the Company against any possible Industrial Relations issues of their employees. The Company shall not have any liability towards employment, remuneration or compensation whatsoever manner made by the Supplier to their Employees. Such demand shall be settled by the Supplier directly.

## **12.0 Liability**

Any damage to life and/or property while performing services for the Company due to negligence/mishandling by the Staff would be to the account of the Supplier.

## **13.0 Termination**

The Contract can be terminated by either Party by serving one month,s notice in writing. However, the Company reserves the right to terminate the Contract without notice, in the event of serious breach of Contract by the Supplier.

## **14.0 Force Majeure condition**

Delivery schedule is subject to force majeure conditions, as under:

If at any time during the tenancy of this Contract, the performance in whole or in part of any obligation of the Supplier under this Contract shall be prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion, sabotage, fire, floods, explosions, epidemics, quarantine restrictions, strikes, lock outs or acts of God (hereinafter referred as “Events”) provided notice of the happening of such events is given by either Party to the other Party within 21 (twenty one) days from the date of occurrence thereof, neither Party shall by reasons of such event, be entitled to terminate this Contract nor shall either Party have any claim for damages against the other in respect of such non-performance or delay in performance. Performance under the Contract shall be resumed as soon as practicable, once the “Event” comes to an end.

## **15.0 Arbitration**

Any dispute or difference arising under this Contract shall be referred for adjudication at Ernakulam to a Sole Arbitrator to be appointed by the Company and the provisions of the Arbitration and Conciliation Act, 1996 including any statutory modifications or enactment thereof shall apply to the Arbitration proceedings. The decision of the Arbitrator shall be final and binding on both the Parties. The fees of the Arbitrator shall be shared equally by both the Parties.

## **16.0 Law Governing the Contract**

This Contract, its meaning and interpretation and the relation between the Parties shall be governed by the Applicable Law and the jurisdiction shall be the Court of Law at Ernakulam

Authorized Signatory  
INKEL Ltd on behalf of  
MIV Logistic Private Limited  
Cochin –682030

**Schedule of Quantities**

Sl. No	Description	Number	Unit	Wages/Month	Amount/Month
1	Vehicle including driver	4	10 Hrs/day 2000km/Month		
2	Additional charges over 2000km		Per Km		
3	Addition charges over 10 hrs/day		Per hour		
4	Outstation Bata		Per day of 10 hrs		

Date :

Place :

Signature :

Name & Address: